Gaggle Safety Management User Guide / Using the Gaggle Interface   •••

What are Access Logs & Search Logs?

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As a Gaggle Administrator, you can navigate to either Access Logs and Search Logs.

Access Logs

Any time a user downloads or reads an email message, the activity is added to the Access Logs. To navigate to Access Logs, follow these steps:

1. Log in to your Gaggle account at https://apps.gaggle.net.
2. Select the Admin tab, located at the top of the interface.
3. Choose Access Logs in the left panel under the Archiving section.

Search Logs

This includes a searchable report of all searches performed in the Gaggle interface, including searches for email messages, files and calendar events. To navigate to Search Logs, follow these steps:

1. Log in to your Gaggle account at https://apps.gaggle.net.
2. Select the Admin tab, located at the top of the interface.
3. Choose Search Logs in the left panel under the Archiving section.

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